

THE CITY OF CLEMSON REQUEST FOR PROPOSAL

INTRODUCTION

The City of Clemson requests sealed proposals for the printing and mail out of The Community Connection, a quarterly 24 page newsletter.

Publication Description: **(1) 11 X 17 flat, 8.5 X 11 folded, 24 pages, saddle stitch booklet newsletter**

MINIMUM SPECIFICATIONS

Printing and mail out of the Community Connection (**3 to 4 issues per year**), produced from an **Adobe InDesign** generated PDF file supplied by The City of Clemson. Mailing list will be supplied via a **Microsoft Excel** spreadsheet by the City for printer's mail preparation to address and mail booklets. Printer will assume mailing costs of the quarterly newsletter at the prevailing postage rate as set forth by the U.S. Postal Service. There will be no markup of the prevailing postage rate. The cost of postage will be included and itemized on the invoice along with documentation of Postal expenses and presented to the City of Clemson for printing services.

PROPOSAL CONTENTS

Proposals must include, as a minimum, the following information to be considered for award. Offerors should restate each of the items listed below and provide their response immediately thereafter. **All information should be presented in the listed order:**

- A. Cover Letter that includes a summary of Offeror's ability to perform the services described herein and statement that offeror is willing to perform those services and enter into a mutual agreement with the City of Clemson for a period of one year. The cover letter must be signed by a person having the authority to commit offeror to a contract.
- B. Organization and Staff: Identify key members of production team, including subcontractors.
- C. Responses to Tasks, Understanding & Method: Provide a complete and detailed explanation for the proposed methods for accomplishing all of the tasks outlined in specifications. **Completion time for production and mail out must be included.**
- D. Pricing: Indicate pricing on Cost Proposal for each option (See Attachment A).
- E. Statement of Agreement: Provide mailing services as prescribed (See Attachment A)

TERM

The proposed project includes a period of one year, with an option to renew up to two more years by mutual consent. Term will begin August 01, 2022 with option to renew to August 01, 2025.

INTERESTED PARTIES

Interested parties shall submit completed proposal in sealed envelope, clearly marked “**The Community Connection**” with one original and one copy to:

**Clemson City Administration
Attention Sarah Wickham
1250 Tiger Boulevard Suite 1
Clemson, SC 29631**

Sealed proposals must be submitted no later than **2:00 pm, July 22nd, 2022** with opening in the Upper Conference Room at Clemson City Hall, 1250 Tiger Boulevard Suite 1, Clemson, South Carolina.

Proposals and amendments to proposals received after the date and time above will be rejected by the City of Clemson as non-responsive and returned to Offeror/s unopened.

Electronic proposals or facsimiles will not be accepted.

ATTACHMENT A
COST PROPOSAL

		TOTAL
OPTION 1 5,600 Newsletters	Page Size - 8.5 x 11 Total Pages - 24 Stock - 80# gloss text self cover Ink - 4/4 throughout Finishing - Saddle Stitch and Fold	\$
OPTION 2 5,600 Newsletters	Page Size - 8.5 x 11 Total Pages - 28 Stock - 80# gloss text self cover Ink - 4/4 throughout Finishing - Saddle Stitch and Fold	\$
Editing Costs	Per item	\$
Other costs (specify)		\$

ALSO PROVIDE STATEMENT OF AGREEMENT

Printer will assume mailing costs of the quarterly newsletter at the prevailing postage rate as set forth by the U.S. Postal Service. There will be no markup of the prevailing postage rate. The cost of postage will be included (w/documentation) and itemized on the invoices presented to the City of Clemson for printing services.